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24 February 1971

MEMORANDUM FOR: OL Training Officer

SUBJECT : Logistics Orientation Course

REFERENCE : Multiple Addressee Memo dtd 9 Feb. 71,
same subject

1. In answer to the questions posed in referent memorandum, I am of the opinion that one hour allotted to the Building Planning Staff may be a bit excessive. I believe that half an hour would be sufficient to cover the work of the Building Planning Staff, including its history and responsibilities. However, I will be pleased to add to this time if there would be an advantage in building up the internal coordination emphases within the Office of Logistics. By this I mean that I would take added time to present examples of close working relationships between the various logistical components, especially the relationships between the Building Planning Staff and, in particular, the Logistics Services Division and Real Estate and Construction Division.

2. I would comment upon certain unusual aspects of the Building Planning Staff which require it to work closely with the four Deputy Directors and the major components in each Directorate. Also, I will address myself to certain unique contacts which will eventually have to be carried out with various agencies of the government and the private sector.

3. The nature of the work of the Building Planning Staff on occasion forces it into what it might appear at first to be a conflicting situation vis-a-vis other Logistics elements. In other words, there are aspects of BPS work which might be considered to be the responsibilities of the other Logistics elements. Procedures have been worked out with the D/L and DD/S to insure balanced logistical support and internal coordination. There is complete understanding within the Office of Logistics as to efforts resulting from BPS assigned responsibilities which directly augment the work of these other offices.

4. In addition, I will address myself to:

a. the creation of the Building Planning Staff,

b. the charter under which it functions,

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- c. the breakdown of the responsibilities within Building Planning Staff,
- d. the Agency structure established for responding to building planning requirements,
- e. the working relationships between officers of BPS and components of the Agency,
- f. the assistance anticipated from Agency elements involved in the planning program,
- g. the steps taken thus far in moving ahead on the Building Planning Program,
- h. the phases of the Building Planning Program,
- i. the timing of these phases,
- j. the goals of the Building Planning Program, and
- k. the timing and framework within which these goals may be reached.

5. Charts will be used but no slides or viewgraphs are anticipated. I may have a few handouts. I have also been advised that the groups are anticipated to reach about 25 individuals; thus the presentation cannot be given in the Building Planning Staff offices, instead I will use the classroom.



Chief,
Building Planning Staff, OL

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Distribution:

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